

**ACTION REQUIRED
by November 9, 2009**

MEMORANDUM

October 26, 2009

TO: Elementary Principals

FROM: Academic Services

SUBJECT: **ADMINISTRATION OF THE HIGH FREQUENCY WORD EVALUATION
FOR GRADES 1 AND 2**

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The timeline for administering the first administration of the High Frequency Word Evaluation (HFWE) for school year 2009-2010 is Monday, **November 9, 2009**, through Friday, **November 20, 2009**. The HFWE is the third reading measure for promotion standards for grades 1 and 2. The testing packets will be available on the portal November 3, 2009, under [Principal Updates](#), click on Promotion Standards.

Each teacher should have the following:

| HFWE materials on portal | Amounts per teacher |
|---|----------------------------|
| Administration Guidelines/Security Oath | 1 per teacher |
| Teacher Guide | 1 per teacher |
| Record Sheet | 1 per student in class |
| Set of Word lists | 1 per teacher |

- Automatic reading of these words is critically important since high frequency words compromise 50-60% of all texts students will read in their lives
- 86% of HISD dropouts are overage. Mastery of high frequency words prepares students for the next grade level. This is particularly important to reduce retention of students in early grades.
- The High Frequency Word Evaluation Handbook is available at <http://www.houstonisd.org/portal/site/curriculum> under Reading & Language Arts
- Portal entry to enter HFWE data will remain available until Monday, November 30, 2009

The HFWE is to be given to every eligible student in grades 1 and 2. It is designed to be individually administered by the classroom teacher. The HFWE must be administered in the language of reading instruction. The classroom teacher will record responses on the HFWE record sheet and enter information on the HISD portal. The record sheet and a printout of the student report should be placed in the student's permanent folder and utilized for making promotion standard decisions. Please ensure that teachers access these materials prior to the testing window. As part of dropout prevention and the challenges of reducing the number of overage students at the elementary level, success on the HFWE will reduce the number of students retained, particularly at the first grade level in the HFWE.

TG/CAG